



washington state department of
community, trade and economic development

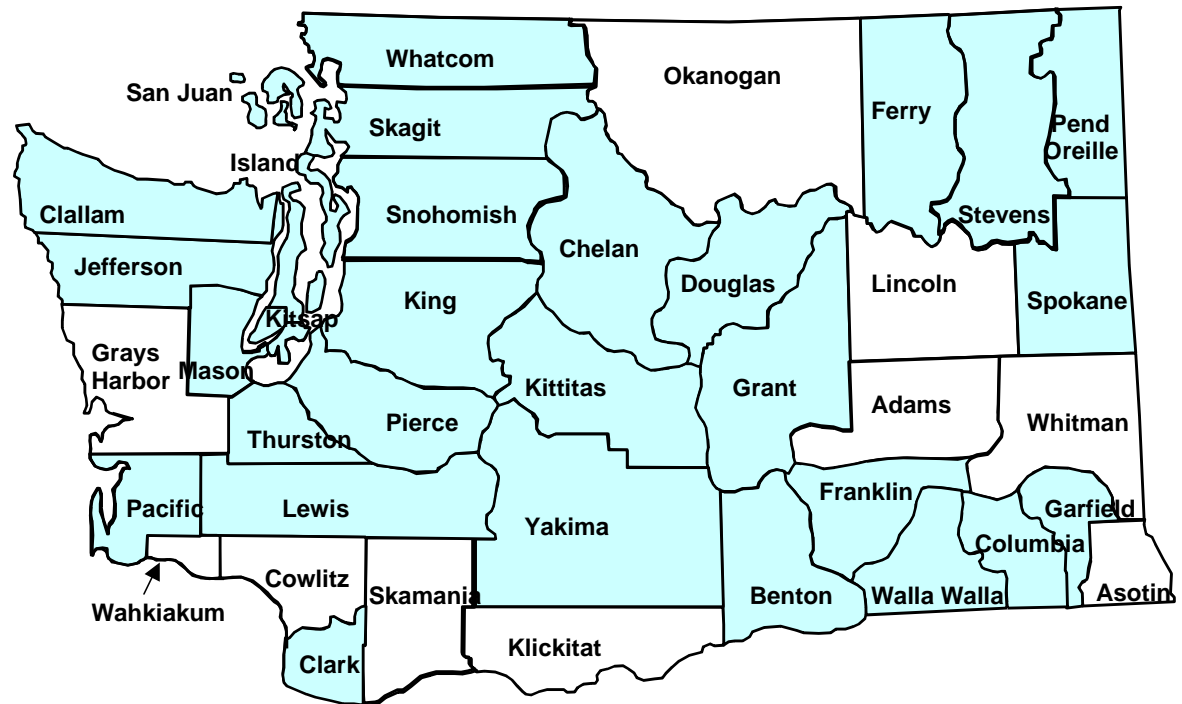
Capital Facilities Template

A capital facilities planning tool

October 12, 2004



GMA Applies to all Cities and Counties



 Counties Fully Planning under GMA

 Counties Planning for Critical Areas and
Natural Resource Lands only under GMA



Comprehensive Plan Elements



- Land Use
- Housing
- Capital Facilities
- Transportation
- Utilities
- Rural (counties only)
- Shoreline Master Program (policies)



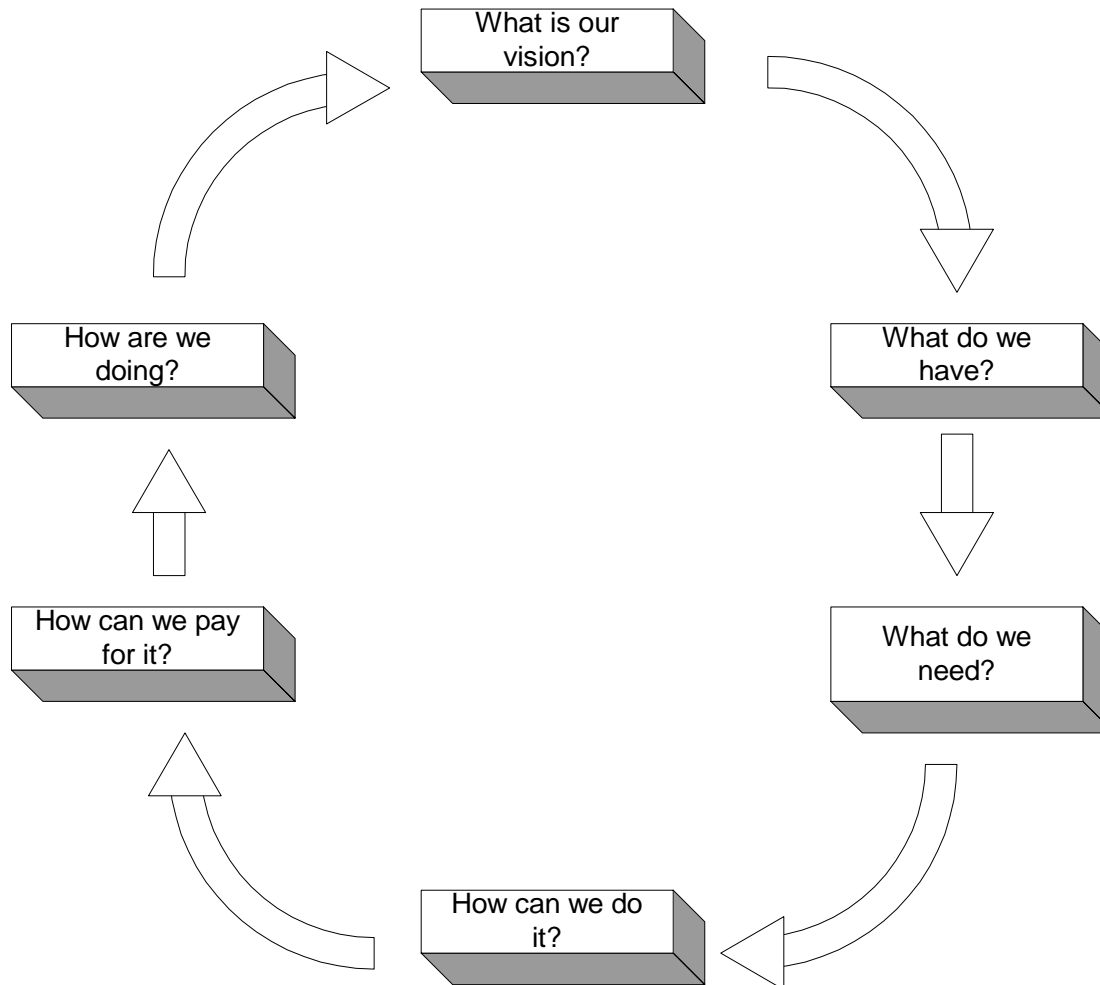
GMA Capital Facilities Planning

- Inventory properties/facilities
- Forecast of future needs to support comprehensive plan
- Location and capacity of facilities
- Financing plan for next 6 years
- Requirement to re-evaluate plan

RCW 36.70A.070(3)

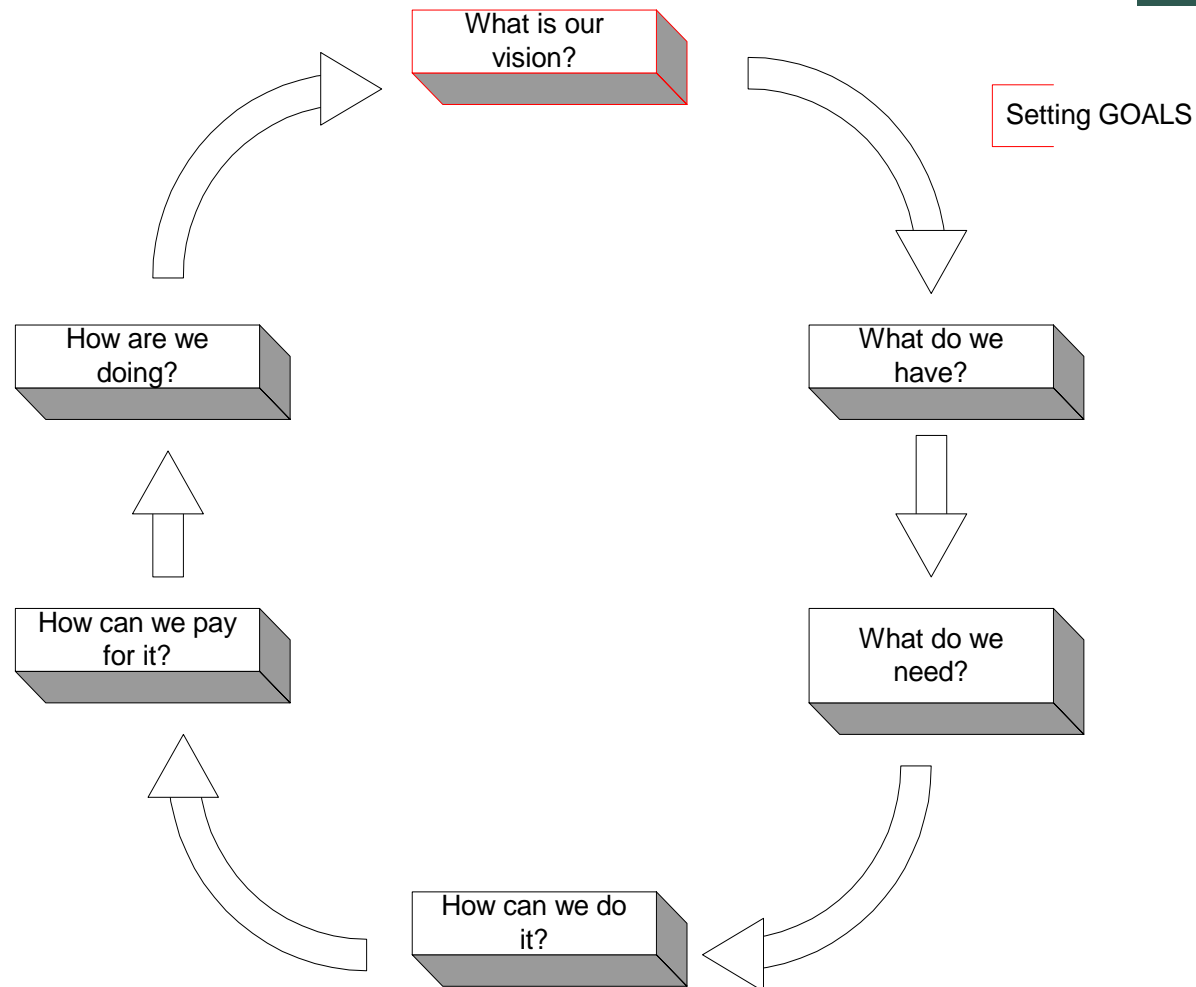


How to Build a CFP



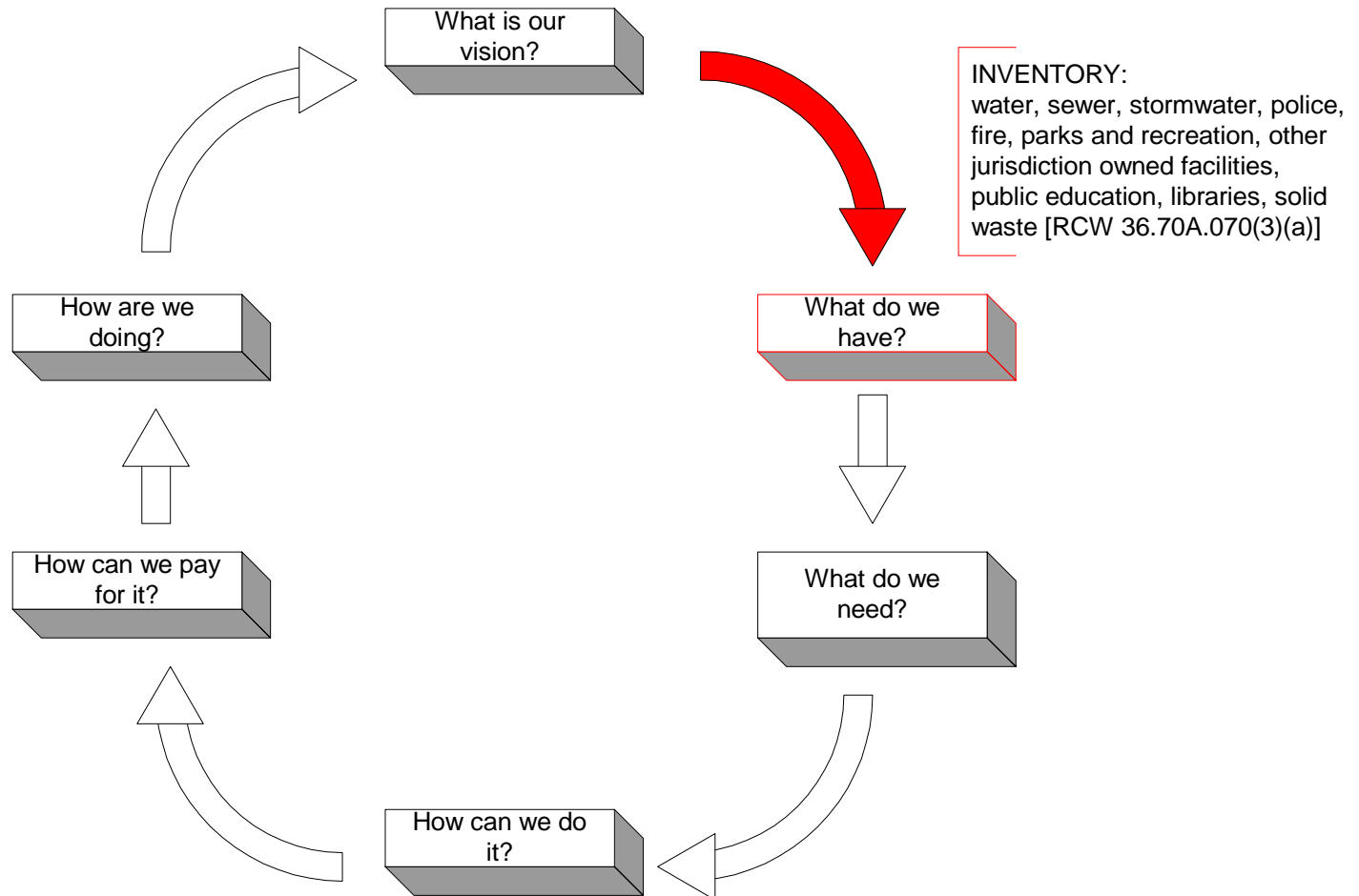


Step 1: Vision



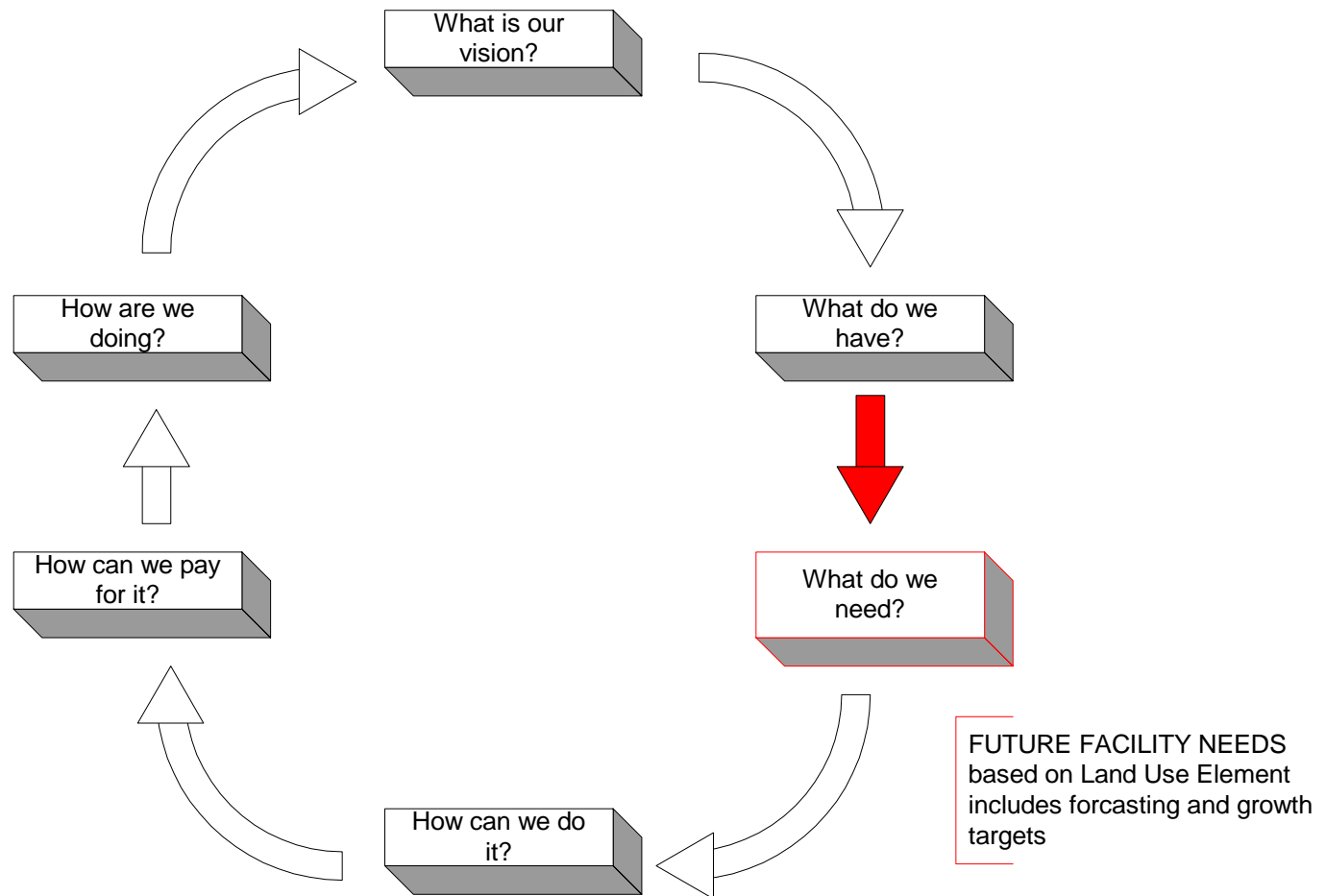


Step 2: Inventory



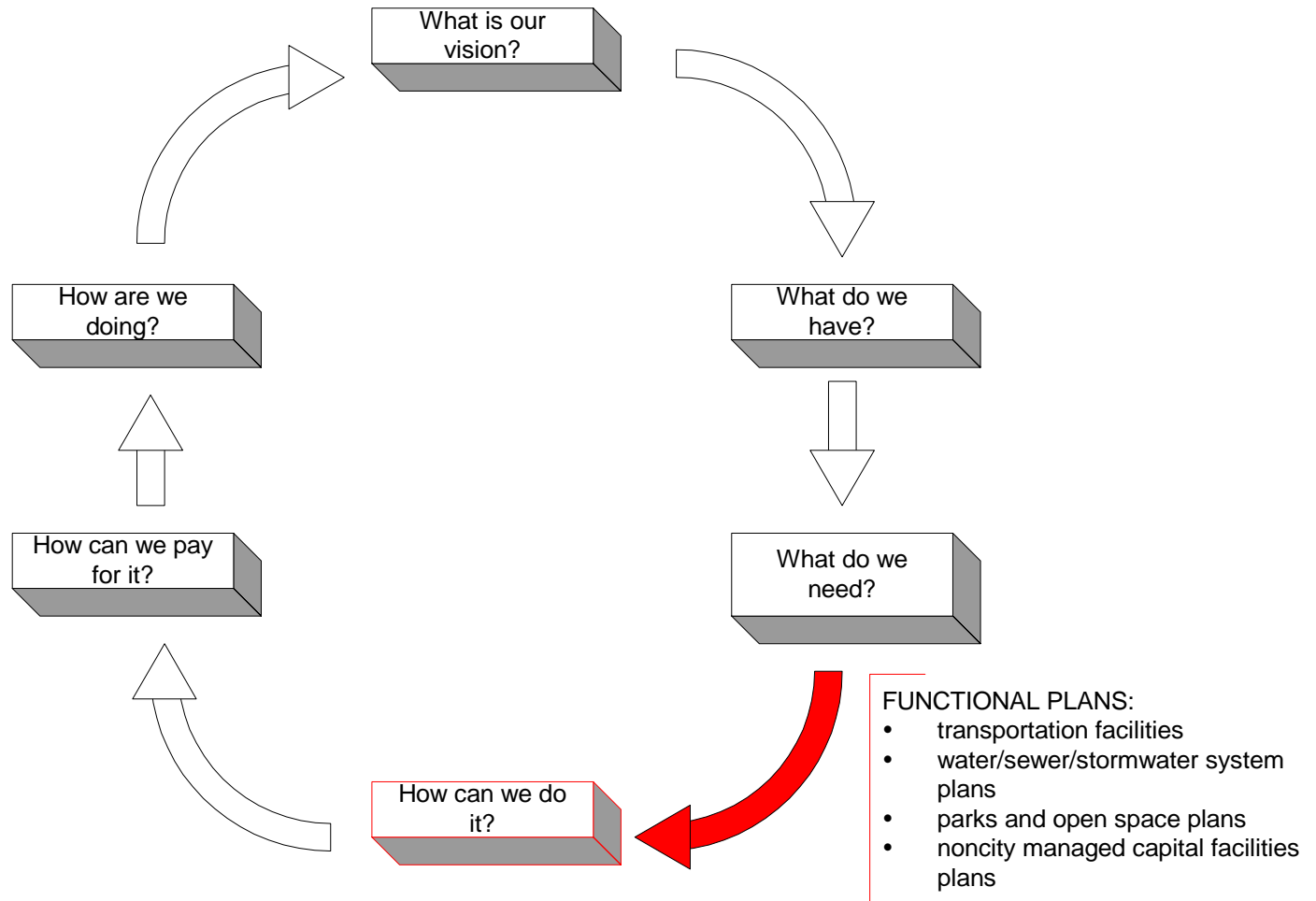


Step 3: Future Needs



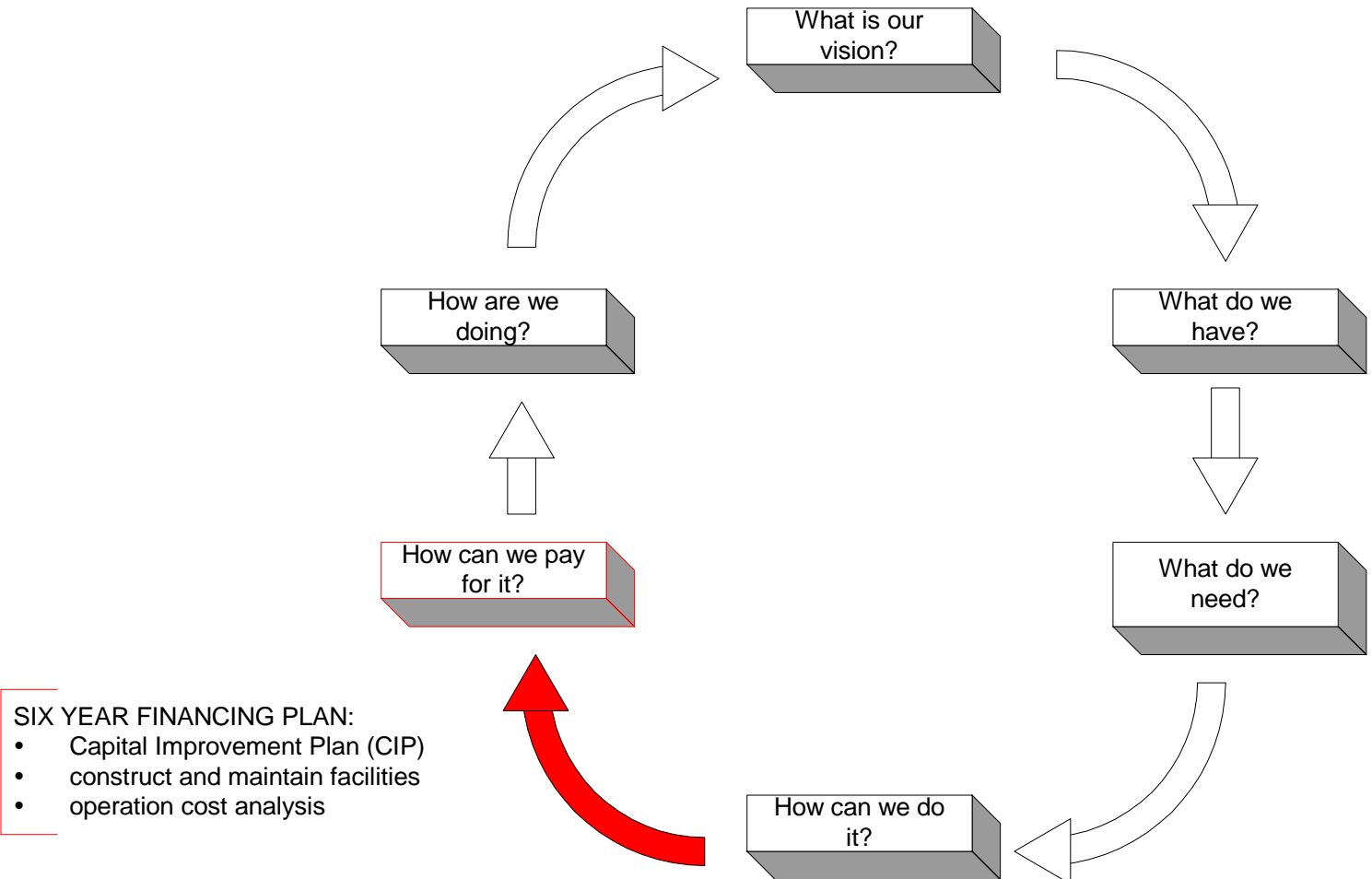


Step 4: How Provide Facilities





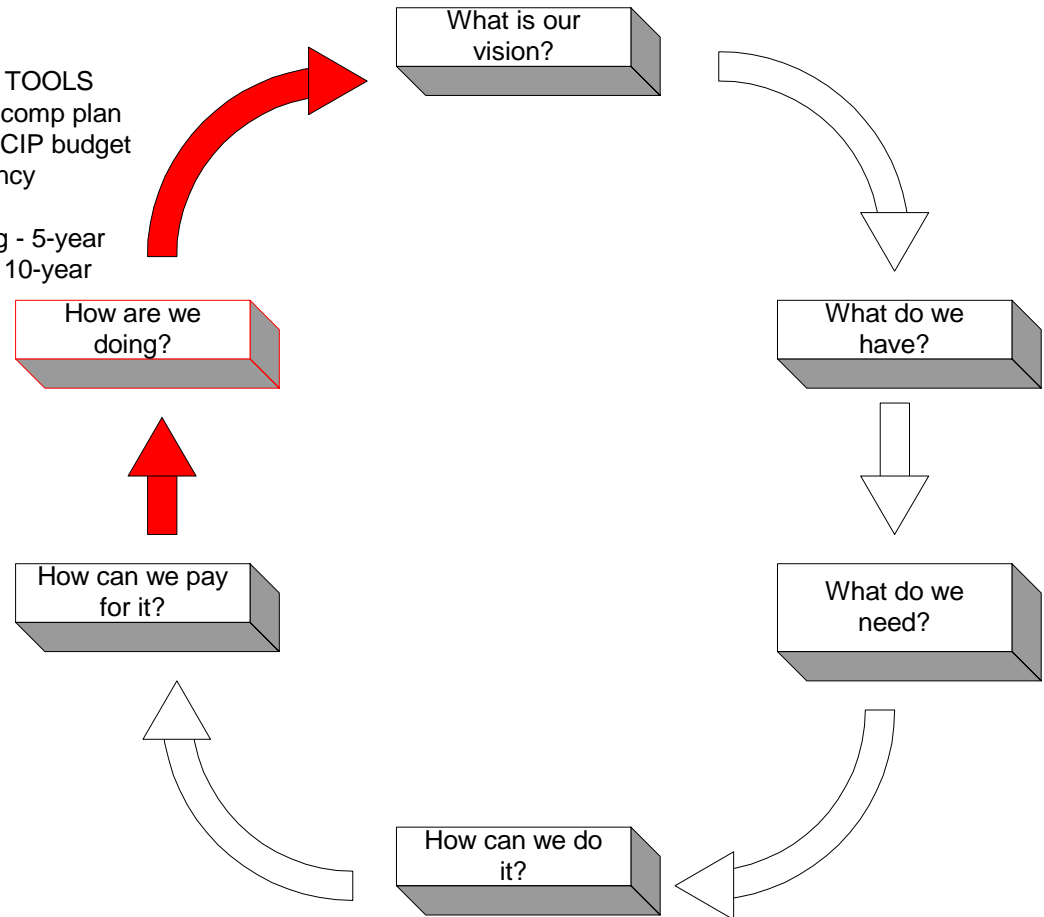
Step 5: How Pay for Facilities





Step 6: Monitoring

MONITORING/REASSESSMENT - TOOLS
Local monitoring including - annual comp plan amendments; CIP updates, annual CIP budget monitoring; transportation concurrency evaluation; state of street reports
Periodic GMA comp plan monitoring - 5-year (Buildable Lands); 7-year (Update); 10-year (Growth Targets)



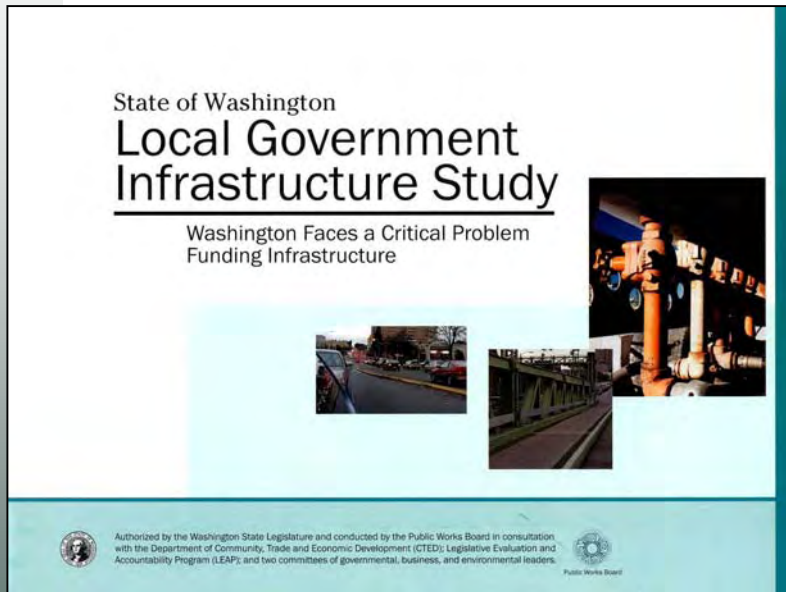


CFP Challenges

- No Annual Updates
- Functional Plans used as CFP
- Coordination with Other Service Providers
- Capital vs. Maintenance Project
- Realistic Financing Plan
- Difficult for Small Jurisdictions



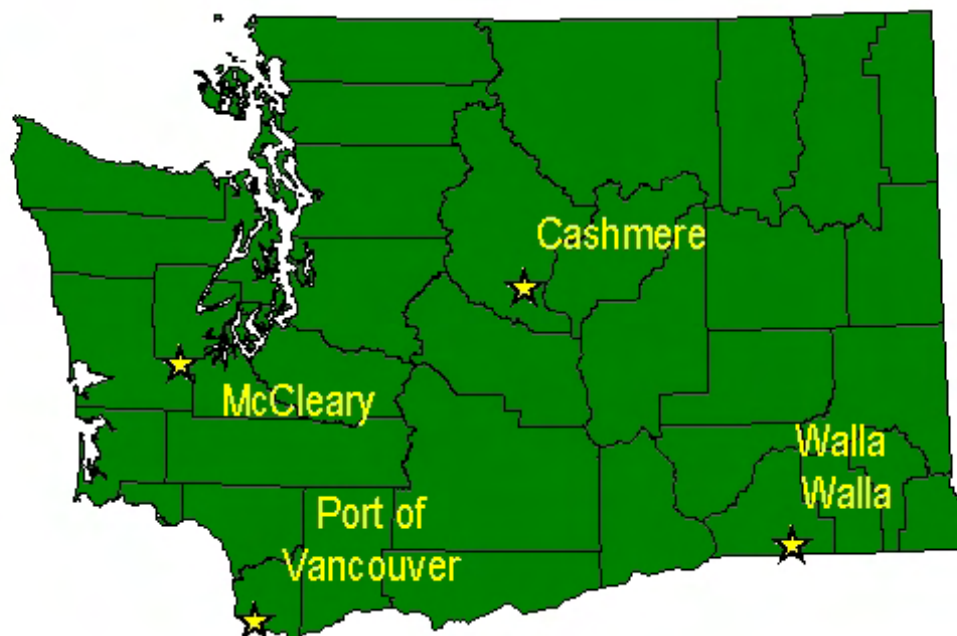
CFP Template Background



No standardized
CFP process
used throughout
state



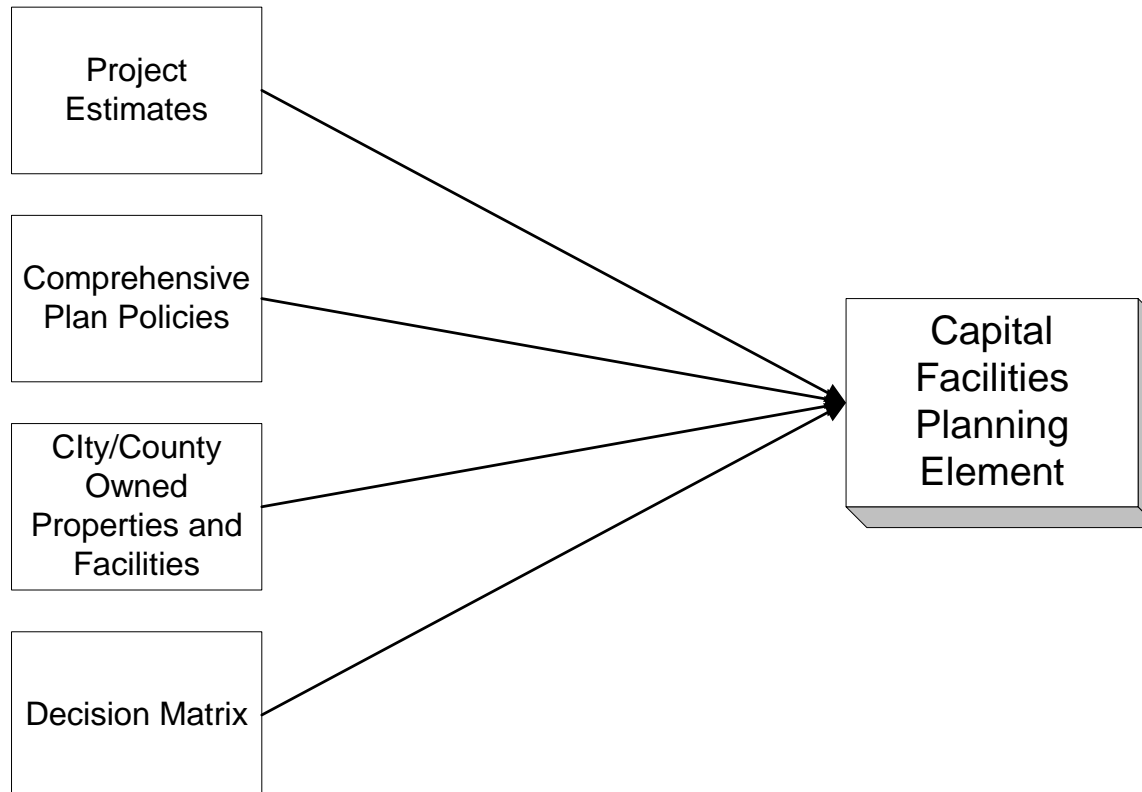
Test Sites





CFP
Template
Tools

CFP Building Blocks





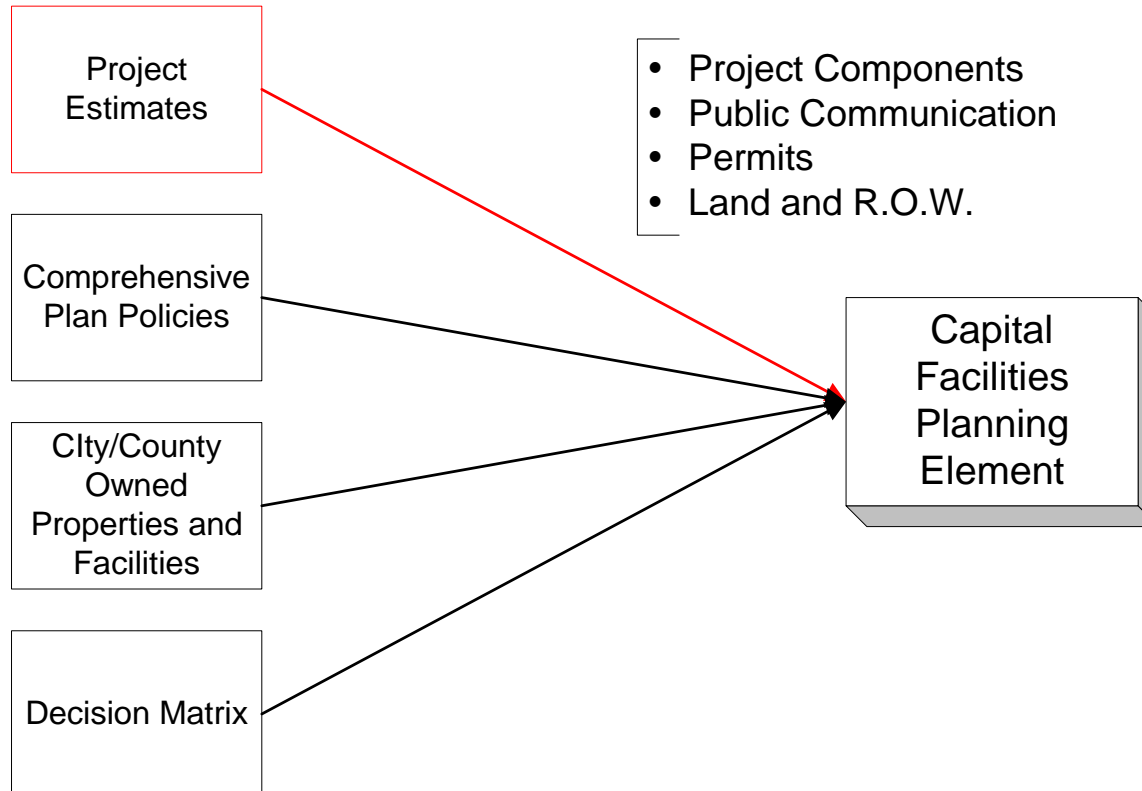
Capital Facilities Element document

- Sample format/text
- Fill-in-the-blank sections
- Financial information
- Photos and/or maps
- Links to comprehensive plan policies
- New and completed projects



CFP
Template
Tools

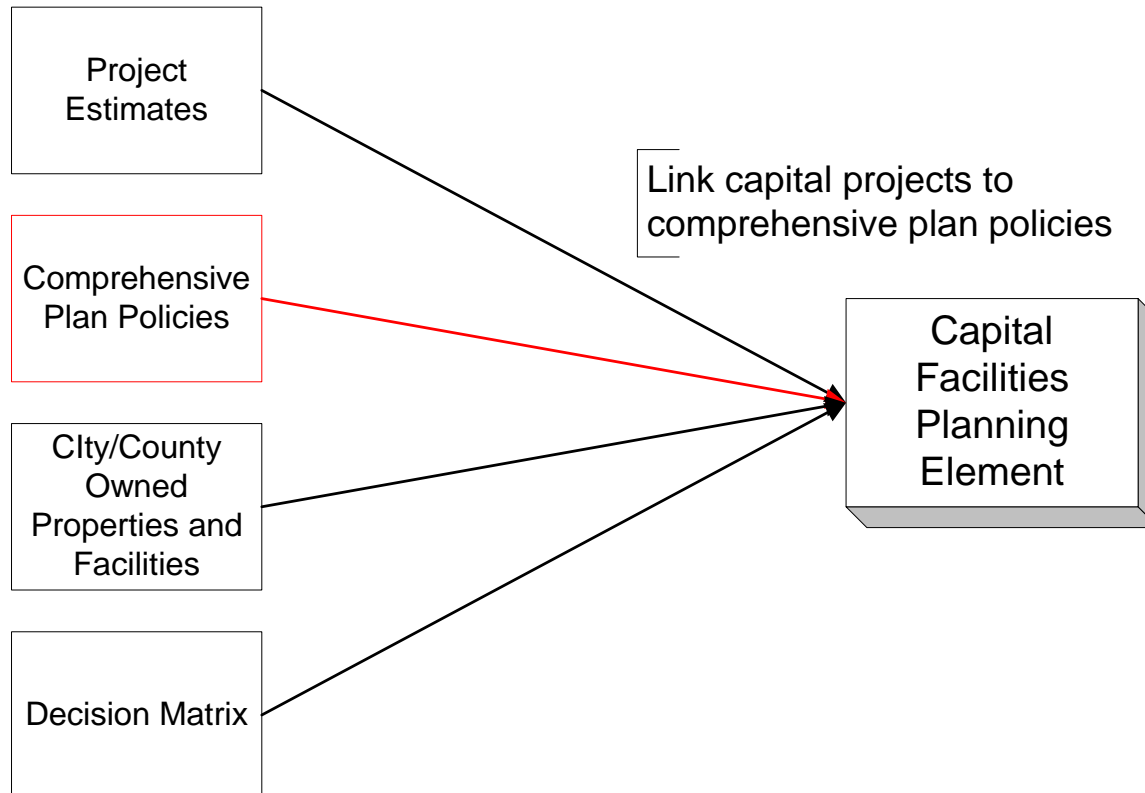
Project Estimates





CFP
Template
Tools

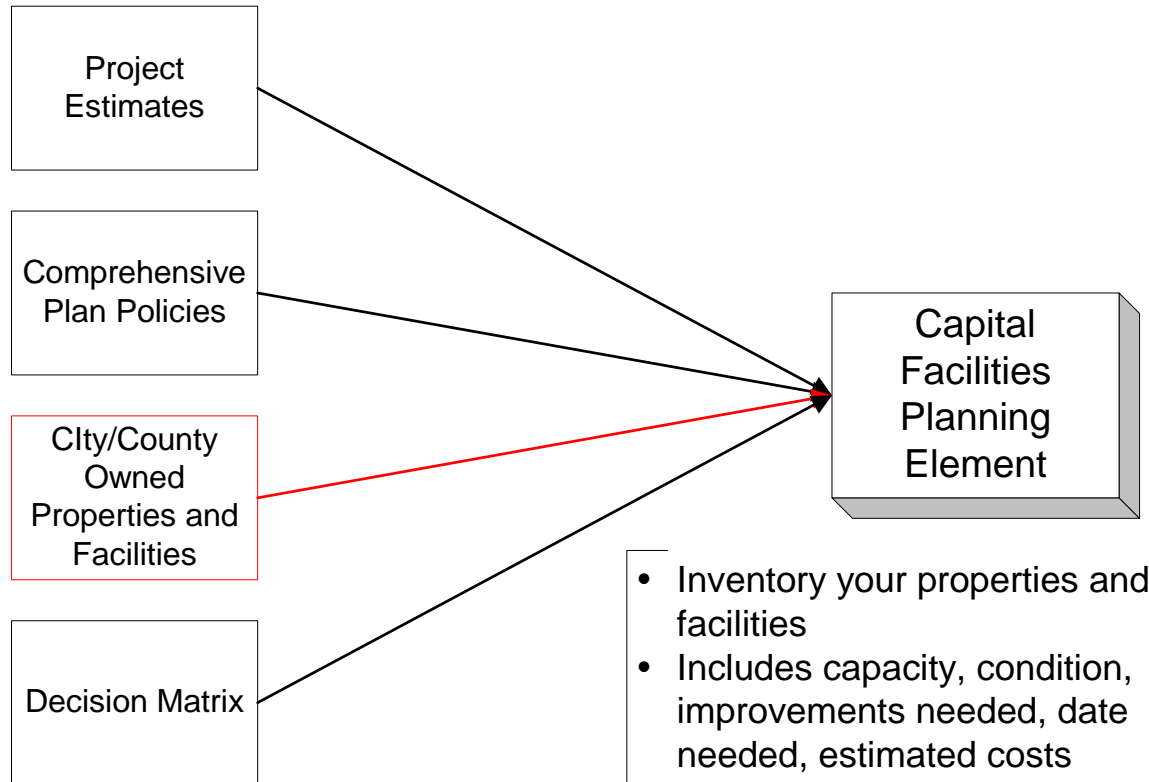
Comprehensive Plan Policies





CFP
Template
Tools

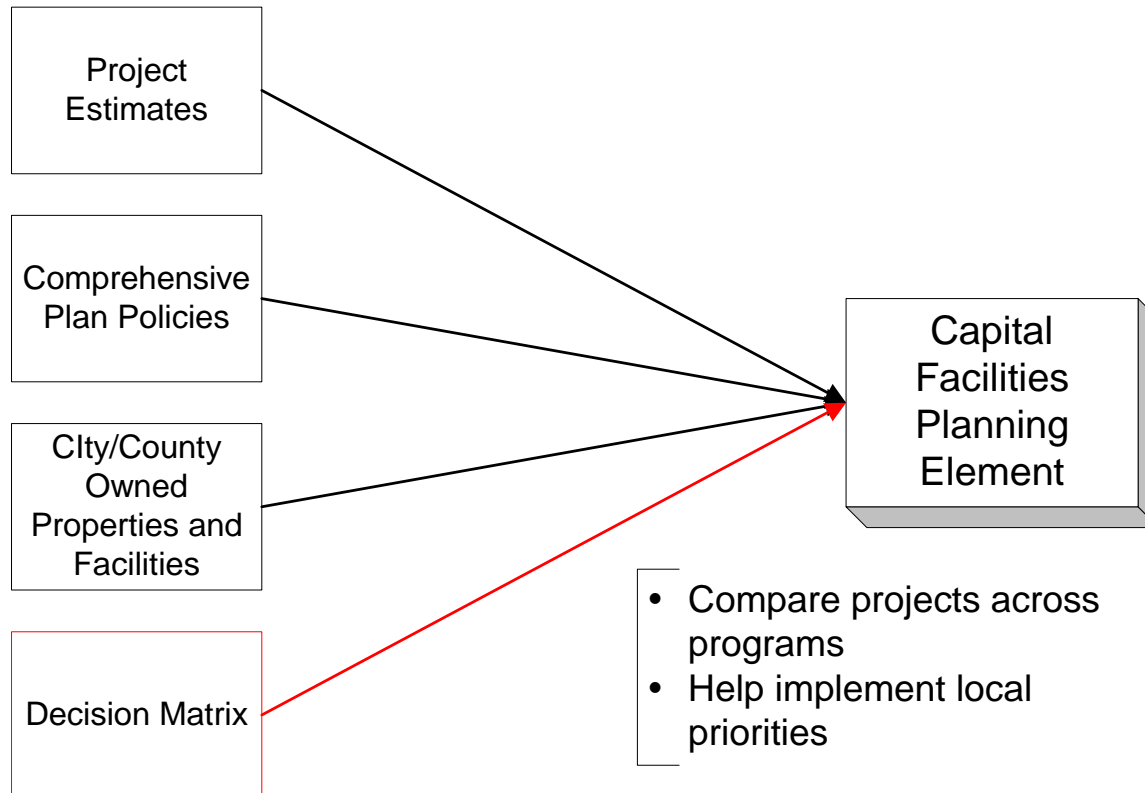
Properties/Facilities





CFP
Template
Tools

Decision Making Tool





Other Features of CFP Template

- Table of Contents
- Built in Instruction
- Linked Files
- Project Management
- Construction Scheduling
- Staff Resources



Value of CFP Template

- Allows user to better locally prioritize, rate and rank capital projects
- Links proposed capital projects and comprehensive plan policies
- More accurate capital project cost estimates
- Opportunity to link to LINAS



How to Use the CFP Template: An Overview



Jurisdiction Owned Properties and Facilities

[Instructions Hyperlink](#)

CITY OWNED PROPERTY MATRIX

Enter as much of the requested information as possible in the spaces provided.

Place your cursor in this cell for an explanation of this matrix and instructions.

Facility Name/Designation	Location	Date Acquired	Est. Present Value	Capacity	Present Condition	Improvements Required	Year Needed	Estimate Cost
Water Tanks/ Reservoirs								
East Neighborhood	1st and Main Street	1984	\$8,000,000	3.5 M gal	good			
Booster Stations								
West Bay Drive Booster Station	100 West Bay Dr	1951	\$ 200,000	3,000 gal/minute	good			
ROW								
Main Street	city limits					fill pot holes and realign intersection with 5th Avenue	2010	\$500,000
Facilities								
City Hall	123 Main Street	1973	\$ 500,000	150 employees	fair	expansion	2015	\$1,000,000



Public Works Profile

PUBLIC WORKS PROJECT PROFILE

Project Name: Main Street/5th Avenue Intersection Realignment

Location: Main Street and 5th Avenue

Contact: Paul Edwards, PE

Estimated Funding Amount: \$500,000

Year Funding is Needed: 2010

Function: ☐ Water ☐ Sewer ☐ Stormwater ☒ Transportation ☐ Facilities ☐ Other

-
-
1. Problem history (briefly state the project history, including how the project was identified and reference any plans that this project is associated with, including the Comprehensive Plan):

The intersection is not in alignment and there are several commercial development in the pipeline that will result in increased traffic. In addition, the accident rate continues to increase annually for this intersection

2. Problem statement (briefly state what problem this project will address and how):
Increased capacity and reduced car accidents

3. Benefit statement (briefly state public benefit, who and why):



Comprehensive Plan Policies

[Instructions Hyperlink](#)

COMPREHENSIVE PLAN POLICIES MATRIX

LAND USE SECTION

(Place your cursor on the cell with a red triangle to read instructions for that column or cell. Click on the black down arrows to sort for whatever information you need. Enter information in the green cells and columns 'A' and 'B')

POLICY SECTION NUMBER	ABBREVIATED VERSION OF POLICY SECTION TEXT	POLICY SECTION FULL TEXT	4th Avenue extension main street/5th avenue realignment		
IX.A.16. g.	street, sidewalk, trail connectivity	Provide connectors between neighborhoods. This could include streets, sidewalks and trails.	x		
IX.C.5.a	safe movement of people and goods	Ensure the street standards meet minimum design standards		x	



Decision Making Tool

[Instructions](#)
[Hyperlink](#)

MODIFIED: 1/11/2004 12:34

DECISION MATRIX

PROGRAM ARE		PROJECT NAME	Does the project satisfy Federal, State, County, or City mandates (e.g., by not performing this project Federal/State money is withheld, laws violated if not followed, or addresses concurrency issues)?	Does the project satisfy Federal, State, County, or City recommendations or pending regulations?	Does the project maintain Level of Service standards?	Does the project use sustainable practices or construction?	Does the project increase inf existing population?	Is m
1	Transportation	4th Avenue connector	x		x		x	
2	Transportation	Main Street/5th Avenue intersection realignment			x		x	
3								
4								
5								
6								
7								
8								
9								
10								



Decision Making Tool

[Instructions Hyperlink](#)

		DECISION MATRIX						
CRITERIA MAXIMUM POINTS-->		20	15	10	10	15		
PROGRAM AREA	PROJECT NAME	Does the project satisfy Federal, State, County, or City mandates (e.g., by not performing this project Federal/State money is withheld, laws violated if not followed, or addresses concurrency issues)?	Does the project satisfy Federal, State, County, or City recommendations or pending regulations?	Does the project maintain Level of Service standards?	Does the project use sustainable practices in construction?	Does the project increase infrastructure capacity to meet existing population?	TOTAL SCORE	
1 Transportation	4th Avenue connector	20	0	10	0	15	45	
2 Transportation	Main Street/5th Avenue intersection realignment	0	0	10	0	15	25	



Project Estimating

[Instructions Hyperlink](#)
[Blank](#)

Name: 4th Avenue connector

09/30/04

CFP PROJECT COMPONENTS

Enter 'x's
in column
'A' ONLY

0.1 Enter contingency percentage as a decimal (e.g., 0.2=20%)
If this project is taxable, enter an 'x' in the green cell, otherwise, leave it blank.

	x				
S1	S2	M3	M4	L5	L6

ALWAYS SELECT A PROJECT SIZE
above the correct project size (S1,
on this hyperlink for help determining

PROJECT COMPONENTS AND DEFINITIONS		COMPONENT NAME	BID TAB SECT.	LINKS TO EST. WKSH.
x	<u>Administrative</u> - Steps not directly related to design of a specific component (ALWAYS leave 'x' in box)	Administrative		x
x	<u>Bicycle facilities</u> - Designed to the standards for low speed roadways. Normally shared with other transportation modes	Bicycle Facilities	822	x
x	<u>Curbs</u> - A concrete edging raised above a roadway; Gutters - A channel to collect rainwater at the edge of a road	Curbs and Gutters	804, 807	x
x	<u>Driveway</u> - A sloping transition from the public street to a private driveway	Driveways	903	x
x	<u>Intersections at grade</u> - Where a road or street is met or crossed at a common grade or elevation by another road or street (includes channelization)	Intersections at Grade	502	x
x	<u>Medians</u> - A space between two opposing lanes of traffic	Medians	804	x
x	<u>Pedestrian crossings</u> - A marked area across a roadway that allows for safe passage	Pedestrian Crossings	822	x



Project Estimating

Name: 4th Avenue connector

09/30/04

ESTIMATE WORKSHEET

Enter information in green cells only

ENTER
QUAN. IN
COLUMN 'G'
TO CREATE
ESTIMATE

		Bid Tab Sect. #	Item #	Description	Unit	Quantity	Cost per Bid Item	Material s Cost
x	x	100	104-010	Minor Change	LS	1	5000	5000
x	x	100	105-020	Survey Staking	LS	1	13038	13038
x	x	100	107-100	Spill Prevention Plan	LS	1	1291	1291
x	x	100	109-010	Mobilization	LS	1		
x	x	100	110-030	Traffic Control Labor	HR	20	29.83	596.6
x	x	100	110-040	Traffic Control Supervisor	HR	10	40.72	407.2
x	x	100	110-110	Temporary Traffic Control Devices	LS	1	7124.83	7124.83
x	x	100	201-040	Clearing and Grubbing	LS	1		
x	x	100	211-010	Trimming and Cleanup	LS	1		
x	x	100	504-030	Asphalt Conc. Pavement Cl. B	TN	100	100	10000
x	x	100	613-020	Rock Wall	SF	50	16.91	845.5



Project Estimating

4th Avenue connector 09/30/04

STAGING & MOBILIZATION =	3,064
CLEARING & GRUBBING =	766
TRIMMING & CLEANUP =	766
BID TAB ITEMS =	38,303
CONTINGENCY 10% =	4,290
MATERIALS COST SUB-	
TOTAL =	47,189
PRE-ENGINEERING =	
DESIGN/ENGINEERING =	
PUBLIC COMMUNICATON =	
PERMIT COST =	
LAND AND ROW =	
TOTAL PROJECT COST =	\$47,189



Project Estimating

Instructions Hyperlink	Project Name 0 4th Avenue connector	03/29/04				
Blank						
Grand Total Cost		\$7,665				
PUBLIC COMMUNICATION MATRIX						
Place your cursor on cells with red triangles for explanations and instructions. Click on the black down arrow to sort for the types of public communication you selected. <i>Enter quantity of publications needed in the green cells ONLY</i> <i>"Cost" will be automatically calculated.</i>						
<input checked="" type="checkbox"/>	COMMUNICATION TYPE	OPTIONS	QUANTITY NEEDED	STAFF COST	OTHER COST	SUBTOTAL COST
Brochure (Informative pamphlet or small booklet that can be distributed as handouts)						
<input checked="" type="checkbox"/>		8.5 X 11 Complex Text and Graphic 3 panel, 2 sided, 2 colors	A. 500	\$1,082	\$1,660	\$2,742
Direct Mail / Letter						
<input checked="" type="checkbox"/>		8.5 X 11 (Generic letter to specific individuals)	A. 25	\$118	\$51	\$169
Display / Exhibit						
<input checked="" type="checkbox"/>		Simple	A. 1	\$353	-	\$353
Door Hanger						
<input checked="" type="checkbox"/>		Complex 4.25 X 11 w/ door to door delivery	A. 500	\$3,151	\$1,250	\$4,401
Total Staff Cost:				\$4,704		
Total Other Cost:				\$2,961		
GRAND TOTAL COST:				\$7,665		



Project Name: 4th Avenue connector

LAND AND ROW WORKSHEET

GRAND TOTALS - ALL PARCELS

Total Square Footage Cost	5
Appraisal Fee	150
Survey Cost	0
Reviewer Fee	200
Title and Escrow Fees	100
Property Management Fee	100
Legal Fees	500
Staff Resource Cost Less Survey Cost	0
Contingency	316.5
TOTAL LAND AND ROW COST	\$1,372

Project Estimating

Parcel Number 1 Smith parce

Square Footage Cost Calculator:

Property Type	residential	
Square Footage Needed	20,000	
Assessed Value	75,000	
Fair Market Value	100,000	
Total Square Footage Cost		5
Appraisal Fee		150
<u>Survey Cost</u>		0
Reviewer Fee		200
Title and Escrow Fees		100
Property Management Fee		100
Legal Fees		500
<u>Staff Resource Cost Less Survey Cost</u>		0
Contingency		316.5
TOTAL LAND AND ROW COST		\$1,372



Project Estimating

[Instructions Hyperlink](#)
[Blank](#)

Name: 4th Avenue connector

03/29/04

Total Fees & Retainer/Dep:
Total Time in Weeks:

\$450
0

PERMIT MATRIX

Place your cursor on each cell with a red triangle for explanations or instructions.
'Save As' in each project's folder when completed

'x'	PERMIT TITLE/TYPE	FEE COST	RETAINER/DEP COST	CONTACT NAME	PHONE #	EMAIL	EXTERNAL PROCESSING TIME IN WEEKS
	Most Commonly Used						
x	Electrical	300	0	Buzz	555-1234	Zapme@yourcity.org	
x	Tree Removal Permit	150	0	Forrest the forester	555-1234	llutrees@yourcity.org	
x	Right of Way Use Permit	75	0	Randy O Williams	555-1234	row@yourcity.org	



Project Estimate

4th Avenue connector

09/30/04

STAGING & MOBILIZATION =	3,064
CLEARING & GRUBBING =	766
TRIMMING & CLEANUP =	766
BID TAB ITEMS =	38,303
CONTINGENCY 10% =	4,290
MATERIALS COST SUB-	
TOTAL =	47,189
PRE-ENGINEERING =	
DESIGN/ENGINEERING =	
PUBLIC COMMUNICATON =	7,665
PERMIT COST =	450
LAND AND ROW =	1,372
TOTAL PROJECT COST =	\$56,676



Project Estimate in 6-year Plan

	(TR) 4th Avenue Connector						
CAPITAL COSTS:	2005	2006	2007	2008	2009	2010	TOTAL
Permitting Fees	450						450
Land & ROW	1,372						1,372
Prelim Eng	10,000						10,000
Design/Engineering	20,000						20,000
Construction	23,513	23,676					47,189
Public Involvement	4,665	3,000					7,665
Other							0
Total	60,000	26,676	0	0	0	0	86,676
FUNDING SOURCES:	2005	2006	2007	2008	2009	2010	TOTAL
Grant		20,000					20,000
CIP Fund		6,676					6,676
Impact Fees	50,000						50,000
Street Fund	10,000						10,000
Developer							0
Rates							0
Util. (Castings)							0
LOTT Rates							0
Other							0
Parking Revenue							0
PUD #1							0
Total	60,000	26,676	0	0	0	0	86,676



Roll-up of all Transportation Projects

TRANSPORTATION	2004-2009	2005-2010
CAPITAL COSTS:		
Permitting Fees	225,000	450
Land & ROW	1,698,150	1,372
Prelim Eng	0	10,000
Design/Engineering	3,897,567	20,000
Construction	23,386,847	47,189
Public Involvement	379,742	7,665
Other	1,844,075	0
Total	31,431,381	86,676
FUNDING SOURCES:		
Grant	12,863,551	20,000
CIP Fund	7,969,075	6,676
Impact Fees	8,104,434	50,000
Street Fund	1,650,000	10,000
Developer	462,516	0
Rates	0	0
Util. (Castings)	150,000	0
LOTT Rates	0	0
Other	0	0
Parking Revenue	0	0
PUD #1	0	0
Total	31,431,381	86,676

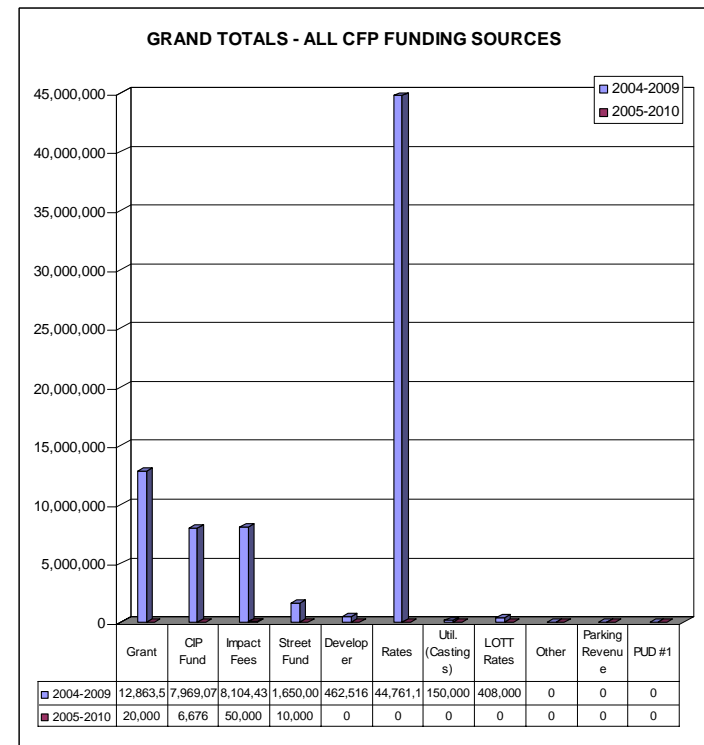
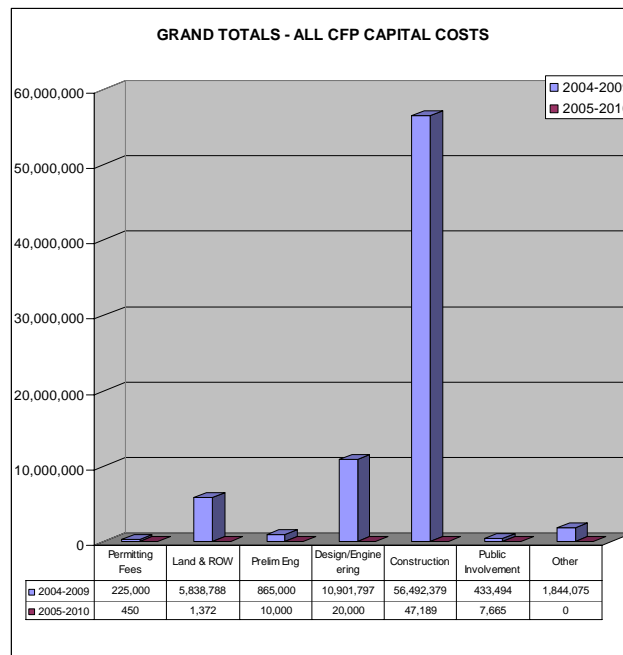


Total CFP Cost and Funding Sources

	2004-2009	2005-2010
CAPITAL COSTS:		
Permitting Fees	225,000	450
Land & ROW	5,838,788	1,372
Prelim Eng	865,000	10,000
Design/Engineering	10,901,797	20,000
Construction	56,492,379	47,189
Public Involvement	433,494	7,665
Other	1,844,075	0
Grand Total	76,600,533	86,676
FUNDING SOURCES:		
Grant	12,863,551	20,000
CIP Fund	7,969,075	6,676
Impact Fees	8,104,434	50,000
Street Fund	1,650,000	10,000
Developer	462,516	0
Rates	44,761,152	0
Util. (Castings)	150,000	0
LOTT Rates	408,000	0
Other	0	0
Parking Revenue	0	0
PUD #1	0	0
Grand Total	76,600,533	86,676



Sample Graphics





Training Plan

- Outreach
 - Target audience
- Focused training and support
 - Start winter/spring '05
- Evaluation
 - On-going



For further information, contact:

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wendycr@cted.wa.gov